

Summer 2006

Library Building Roundtable: Report

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Library Building Roundtable

Report

Summer 2006

Summary

LIBRARY BUILDING ROUNDTABLE

SUMMARY

SUMMER 2006

INTRODUCTION:

Over a period of several months during the summer of 2006, the library staff held one hour meetings once a week to discuss *Checklist of Library Building Design Considerations*, a book written by William Sannwald and published by the American Library Association in 2001. The staff discussed each chapter in the book, following the format and questions Mr. Sannwald had outlined.

SUMMARY:

From these weekly discussions, five major points emerged:

1. **Student-centered.** Staff members consistently emphasized the need for design elements that would support student needs and pointed out those elements that they thought would be attractive to students. Additionally staff members are interested in partnering with other student services in a new library building. The staff also noted that a student-centered library should include an accessible and friendly place for disabled students.
2. **Design it “green”.** This point emerged in nearly every discussion. The staff felt that the building design should be unique and that part of that uniqueness could come from being designed as an energy efficient structure. Additionally, staff emphasized the importance of natural light and recommended using natural light as much as possible.
3. **The “third place”.** Having a café or coffee shop as well collaborative spaces will help promote the library as a destination. Many contemporary libraries are being designed to meet the requirements of a “third place” (the first two being work and home), meaning a welcoming place for people to come to where they can socialize, network or have a sense of privacy and peace. The staff strongly feels that the JCCC library should be designed to meet this need on campus as well as in the community.
4. **Maximum storage.** Adequate storage in work areas is problematic in the current library facility. Book stacks are also filled, creating difficulty with collection growth and shifting. Storage concerns should not be overlooked in planning the new facility.
5. **Organizational structure changes.** Organizational structure for the new facility should be determined and implemented before the planning phase. A variety of possibilities were discussed including combining the Circulation and Reserves desk, moving ILL offices to the

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Circulation area, opening periodical stacks, and eliminating the Information Desk if Circulation and Reference are on the same level. All of these potential design considerations include significant organizational structure change. Designing a new structure without analyzing the current organizational structure will inhibit the ability to serve library patrons in the most efficient and effective way possible.

OTHER:

In addition to the five major points above, the staff recommended that workgroups be formed for signage, shelving, moving, and dedication planning. These areas include varied levels of complexity and require additional research and analysis for successful implementation.

Finally, there were several areas that require further research, discussion and analysis and may provide food for focus group questions. These areas included the location of the new library building, partner services (i.e. writing center, copy center), self-checkout, drive through window and book drops, office locations, sign terminology, and the overall “look” of the library (modern vs. traditional).

COMPREHENSIVE REPORT

LIBRARY BUILDING ROUNDTABLE COMPREHENSIVE REPORT SUMMER 2006

INTRODUCTION:

Over a period of several months during the summer of 2006, the library staff held one hour meetings once a week to discuss *Checklist of Library Building Design Considerations*, a book written by William Sannwald and published by the American Library Association in 2001. The staff discussed each chapter in the book, following the format and questions Mr. Sannwald had outlined. Participation was voluntary and not all staff participated in every meeting. Marsha Cousino and Judi Guzzy co-coordinated the roundtable meetings. Marsha Cousino led and moderated the weekly discussions. Judi Guzzy authored the reports. Reports were written and sent to staff on a regular basis. The Summary and Comprehensive Report were written and distributed in August 2006.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 1: Building Planning and Architecture

A. Indicators of Dissatisfaction with Existing Facilities

The staff noted several problem areas within the existing facilities. These areas included:

1. Access problems:

- poor access for persons with physical challenges
- no adequate delivery access for newspapers, bindery pickups and deliveries and other library deliveries
- elevators not easily accessible or visible

2. Physical Condition:

- exchanged seating space for placement of additional stacks
- no collection growth space because of stack limitations
- atmosphere is unpleasant
- too noisy
- too cold
- void of color (too beige and brown)
- too dark
- lobby entrance is dark and unpleasant
- outdated HVAC, electrical systems
- inflexible floor plans

3. Service Problems:

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- lack of meeting rooms and collaborative work space limit services that library can offer in support of group assignments
- inability to accept and promote unique collections because of space limitations
- lack of space to add additional workstations to support increased emphasis in electronic and digital formats

The library serves students, faculty, staff and community. As the college FTE and the surrounding community population have grown, the library is serving an increasing population. Additionally, the library is serving a larger population of international students as well as returning students.

B. Institutional Planning Team

Staff felt that an institutional library team should be formed and some thought one had already been named. It is important that library representatives (including at least one library staff member) as well as the library director should be a member of the planning team. The roles of the members of the planning team should advise, innovate, promote, develop, maintain and coordinate the exchange of ideas in order to be of maximum effectiveness.

The staff felt that the Library Director and the Director of Facility Planning were the appropriate spokespersons and chief contacts for any library building or renovation. The staff noted that any conflict on the planning team should be resolved by discussion among stakeholders.

C. Determining Space Needs

A formal study detailing space needs was performed by Leo Daly Group in 2003. This study should be reviewed for changes that may have occurred in ACRL space standards and updated as needed. The study focused on renovating the current structure and was prepared in conjunction with library staff. A subsequent study that focuses on building a new library structure should be considered.

The staff was hesitant to address questions regarding the importance of applying ACRL (Association of College and Research Libraries) standards (Standards for University Libraries: Evaluation of Performance; Standards for College Libraries, 2000 edition, Facilities) to the new building but current editions of these standards need to be consulted in the design phase to insure adequate space, stack and seating considerations according to the American Libraries Association/ACRL.

Staff noted that comparisons to similarly sized institutions have been reported and are on file

The staff was unsure what would be the “useful life” of the new building or whether an interim solution would be applied. This remains to be determined. However, staff indicated that all existing programs (including services such as information literacy classes, reference assistance, and audio visual format availability) will be continued in any new facility. Additional services

and programs will most likely be implemented in a new facility although the extent will be dependent upon facility design.

Staff anticipated that collection growth in the library over the next twenty years will depend on technology and size of the facility. There is an expectation that electronic services and collections will continue to grow and that traditional reference services may transform as technology changes.

The need for seating and work space depends on the design and also on how the community college environment will grow and change in the next twenty years. Staff noted that cutting edge technology will be required to support library programs and services in the coming years. A new library needs to be able to support that technology.

Staff needs over the next twenty years will depend on the extent of services and programs offered within the library and the growth of Johnson County Community College.

Finally, the staff addressed what the library would be able to afford with regards to space needs and determined that it “remains to be seen”. This will depend greatly on the college’s ability to support the building of a new library facility.

D. Joint Use Considerations

Staff noted a number of other campus services that could be housed within a new library building for the purpose of joint use. Possibilities included the Writing Center, Language Labs, Center for Teaching and Learning, Hospitality Management, and a student theatre facility for student performances. Staff did not have enough information to comment on the estimation of success of these partnerships, however they recognized the possibilities of cost savings and efficiency as well as improved services for students, faculty and staff in having such a joint facility.

E. Alternatives to New Construction

Staff in the current facility have been and are currently participating in an extensive weeding project to eliminate old and unused books, periodicals, and media material in order to create much needed shelf space. Staff noted that they consistently participate in reviewing library programs and services in order to look for ways of minimizing space needs.

The staff feels that renovating the current facility will not significantly improve space needs nor will it improve the ability of the library staff to offer relevant programs and services to students, faculty, staff or the community. Staff noted that if the current facility was renovated, compact shelving should be considered as well as moving periodicals from behind a service desk into public access areas. Based on the previous building study, compact shelving can only be installed on the first floor. The first floor also currently contains two public service areas and computer workstations.

The staff has also discussed the possibility of off-site storage but no decision has been reached. Leasing additional space for some library activities is not considered an option in the college

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setting nor has there been an investigation or expectation of acquiring space in adjacent buildings. Modular buildings or kiosks have not been investigated nor do they seem practical. If renovation occurred, there is a higher probability of acquiring additional space in the current building (presently, the library is situated on two floors of a three floor building)

- F. Selecting a Library Building Consultant
- G. Choosing an Architect
- H. Choosing a Contractor

Staff stated that decisions involved in the hiring of a library building consultant, architect or contractor are not within the purview of library staff.

I. Architectural Design

While the architectural design details will not be determined by library staff, they recognized the validity of design considerations listed in the book such as:

- has the character and power to make the library building a focus for its campus
- takes full advantage of all positive features of the site
- compensates as much as possible for the negative aspects of the site
- is distinct in appearance but is in harmony with surroundings
- welcomes users and encourages nonusers
- creates a public building that is comfortable and unthreatening for the user
- has an interior design that is in harmony with the exterior
- has an interior finishes that create an inviting space but is able to stand up to heavy use
- provides the flexibility to change with technology or new products
- considers lights, books, people and surrounding space as integral to each other
- expresses the important values of knowledge and learning
- addresses the paradoxical needs of spatial openness and privacy
- encourages efficient traffic patterns from outside into the building as well as inside
- provides for maximum use of self-service by library's users
- reflects the unique natural climate of the region and college
- allows for treated windows or shades to deflect sun damage
- provides long-term flexibility in placement of lighting fixtures, air ducts, registers, electrical power, and communication linkages
- provides flexible use of space with spacing of columns, shafts, etc.
- employs a modular system that meets the unique space needs

J. Sustainable Design

Although staff will not deal directly with sustainable design features, they recognize the importance of designing a facility that is environmentally friendly and promotes the health and well-being of library users and staff alike. Rooms with copy machines, computers and other equipment need to be well ventilated. Materials used in the both the interior and exterior of the

building should be non-toxic. The building should have maximum access to natural light with additional lighting that supports the best and healthiest visual results for library users and staff.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 2: Library Site Selection

A. General Conditions

The library staff stated emphatically that any site chosen for a new library building be central and as centered as possible on the college campus and to the population served. The library recognizes that serving the community is important but that the major mission of the college library is to serve the students, faculty and staff. Therefore the site must be central enough to serve and be easily accessible to the majority of students, faculty and staff on campus.

The library site should be easily visible and identifiable to students, faculty and staff. Visibility and identification from the roads leading into the college is also advantageous. The library staff noted that the library site should (and most likely would) add aesthetic value to the college and community alike. One staff member noted that a distinct architectural style for a new library is desirable.

Zoning restrictions, required green space, traffic flow and other considerations of this nature are outside the purview of the library staff, but the staff is confident that these issues will be handled well by the college's facilities and building directors.

B. Location

It is imperative that the library site is as centered and as central as possible in order to serve the greatest number of students. One staff member suggested that the general student population as well as faculty and staff be thoroughly surveyed regarding library site selection.

The library staff recognized that site selection on campus is currently limited. There is an understanding that the administration has remaining available building sites on campus but the library staff has not seen this map. It will be helpful for the library staff to be able to know exactly what sites are currently available to house additional buildings in order to minimize confusion. Although there is a general acknowledgement that no buildings are likely to be demolished in order to build a new library facility, some staff agreed that the area adjacent to the CSB is a central location. Other locations mentioned were the area southeast of the library, the area between the Gym and Student Center and the tennis court area.

It was noted that during site visits to other college campuses three years ago, every new library had resulted in a major increase of use. The planning committee should look further at where those colleges built their new libraries and how those sites were chosen.

C. Accessibility

Students often use the library as a place to meet, study, and conduct research in between classes. Therefore, accessibility to students who utilize the library in this manner is important. It is also important that the library be easily accessible to faculty who bring their classes to the library for information literacy and bibliographic instruction classes. Accessibility from the road and accessible parking are also desirable.

The staff also discussed that a new library should have additional accessibility for cyclists. More visible bicycle racks should be installed. Also, access to public transportation is also desirable for community access. Appropriate sidewalks and ramps must be constructed so that pedestrians and those with physical challenges can access the library easily.

Staff indicated that a parking area under a new facility would enhance accessibility and offset any loss of parking spaces on campus due to the construction of a new building.

D. Size

The library staff felt that the site chosen will be of sufficient size to meet the needs of any new facility built. The library staff expressed confidence that any new building will be “top of the line” in keeping with Johnson County Community College’s history of excellence. The facility should provide room for future expansion and new services and should include adequate parking.

E. Environmental issues

The library staff emphasized their interest in creating a facility that is “green” and felt it would be an excellent opportunity for the college to create a facility where natural lighting and solar energy is utilized, and where other opportunities for “green design” are explored.

Some staff discussed the possibility that limestone deposits may inhibit the extent of underground levels for any new facility.

Other environmental issues such as slope, soil testing, availability of sewer and electrical lines are outside the purview of library staff.

Checklist of Library Building Design Considerations by William W. Sannwald
Chapter 3: General Exterior Considerations

A. Landscaping

The library staff feels that landscaping the area around a new library facility is important and that it will be adequately addressed by any architectural firm retained by the college for a project of this scope. The staff agreed that the landscape design should enhance the appearance of the library facility. Some suggestions for these enhancements included a patio, pond and/or garden area. If a “green” design was the focus of the facility, the landscaping would be designed to act in harmony with the climate of the area. Also, the staff agreed that the landscaping should be designed from both an interior and exterior perspective.

B. Parking

Adequate parking is mandatory for a new library facility. One staff member suggested that short term parking be available for quick trips into the library. Institutional and local parking codes will be addressed by the architect. Staff stated that underground parking would help offset any loss of parking lots due to construction and allow for covered parking for those with physical challenges. Staff noted that it is imperative that handicapped parking spaces for the library be addressed and be situated as close to the facility as possible. Currently, it is very difficult for those with physical challenges to access the library easily. It would be ideal to have an elevator that ran from underground parking into the library for those with accessibility challenges.

Parking should be convenient to the entrance of the library and preferably covered. It should also be well-lighted and easily identified from the street. Access from parking to the road should transition smoothly.

The staff noted that if a new library facility provided community meeting rooms, then parking for additional cars, particularly during heavy class times, must be provided. The staff discussed whether parking should be “reserved” for special meetings and several staff expressed annoyance with the practice of roping off certain areas. These staff felt that any parking associated with a new library facility should not be reserved. Staff recognize the need for further parking discussions if the new facility contains community meeting rooms.

C. Building Exterior

The building exterior should and would be aesthetically pleasing. The staff once again focused on the positive aspects of green design and hoped that the facility would be placed to make the best use of natural light while allowing the best wall and floor space possible. Sunlight glare as well as glare from lights should be minimized for library patrons. The exterior should be sturdy and easily maintained.

Exterior access walks and surfaces should meet ADA requirements as well as be stable and firm. It was noted that bricked walkways might provide difficulties for those with physical challenges and may not be slip-resistant although not all staff agreed. Staff noted an interesting item that some facilities in northern areas have sidewalk lamps that help melt snow and ice.

Staff also discussed the pros and cons of having a separate staff entrance – possibly by a delivery area. The entrance should be well-lit and secure but allow the staff to enter the building before opening. This issue is worth further examination.

Staff agreed that there was no need for a public telephone outside of the library although a campus phone that allows complimentary local calls in the lobby is very helpful to library users.

D. Roof

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The staff felt that the roof design would need to allow for adequate draining. Any overhang designed should not provide any danger due to falling snow or ice to patrons entering or exiting the library. Water should be directed away from the building.

E. Bicycle Racks

Staff felt very positively about having bicycle racks that are clearly visible at the entrance to the library and should be convenient for library users. Bicycle racks should be in a well lighted area, but staff did not think that bicycle racks should be equipped with locks.

F. Flagpole

Staff discussed the pros and cons of having a flagpole in front of the library entrance but agreed that it was ultimately up to administration and facilities to decide whether a flagpole would be feasible. The staff was agreeable to having a flagpole in front of the library facility.

G. Exterior Signage

Signage is an important component to any facility and is critical to library buildings. Signage for both the front and rear of the library must be attractively incorporated into a building design and should comply with ADA accessibility guidelines. The sign should be well-lit and clearly visible from both the road and internal campus pathways.

The staff discussed the pros and cons of incorporating the international symbol for libraries either into a sign or into a sculpture outside of the library. Some staff felt that the symbol was not academic or attractive while other felt that it would be meaningful for all students including the growing population of international students.

The staff also noted that the ability to advertise special events and holiday schedules is an excellent feature on exterior signage and would be helpful to library users and community members from cars or walking from another building.

The staff also indicated that it is important to have a prominent sign with library hours and an OPEN/CLOSED sign that is easily visible for library patrons. All signage should be reviewed for any negative language and of course, all signage should be attractive, durable and cost-effective. The staff agreed with the recommendation of sign size that the sign should be 1 inch for every 50 feet of visibility and a minimum of three inches. Other considerations included color of sign and lettering, horizontal positioning, font type, and nonglare finish.

H. Delivery

Delivery is a key area for library staff. It is critical to have a good delivery area for books sent to and arriving from the bindery as well as warehouse deliveries of books and mail. The loading dock area should be able to accommodate trucks or vans of various heights. There should be either a telephone or doorbell outside the delivery door so that a delivery person can call or ring

for assistance. The college warehouse staff should have a key card in order to gain entrance to the delivery area.

The delivery area should have the following traits:

- sheltered to prevent damage of library materials
- easily accessible and clearly marked.
- large enough to separate outgoing shipments from incoming materials with separate sorting tables for each
- near a freight or staff elevator in order to transport materials if needed.
- tables in the delivery area should be large enough for peak delivery times and should be a comfortable height in order to help avoid injuries from lifting
- storage area for empty boxes and trash
- area should be removed from any public areas to limit noise and pollution
- delivery trucks should be able to easily unload with adequate turn-around space

I. Book Returns

The external book return should be large enough to handle peak return times and some staff suggested that it have an automatic lock when the cart becomes full to prevent overflow. Any external book return should be placed in a well-lit area, easily visible and be accessible for drive through although it should also have an opening on the other side be able to accommodate walk-up access. Some staff also suggested that there should be an internal book drop that may be accessed when the library is closed. This book drop could be situated in the lobby or next to the library entrance.

One staff member suggested that a new library facility have a drive-up window where books may be picked up as well as dropped off. This is a concept that has had success in some public libraries such Blue Valley and should be further researched in order to test its viability for the JCCC library.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 4: Interior Organization of Library Buildings

A. Entrance

The entrance to the library will pose a challenge to the library building design but the library staff agrees that one entrance/exit is desirable for security and staffing purposes. Currently the library is accessible in three places. All of these accesses require a security device for detecting theft as well as staff presence should the security system sound an alert. However, the staff is also aware that the majority of the buildings on campus are joined together through a series of skywalks. If the library building is built in the main campus area, there is a high probability that it will join another building through a skywalk. Any building design will need to take into account a joining skywalk in addition to security and staffing needs.

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The staff also agreed that there should be a separate staff entrance possibly located near the loading/delivery area. This will allow staff to enter and exit the library more efficiently and safely for opening and closing. The staff entrance should be well lighted and secure from public access.

The library noted other desirable traits associated with the library entrance as indicated in William Sannwald's book, *Checklist of Library Building Design Considerations*:

- a. easily identifiable to pedestrians as well as drivers
- b. sheltered from weather
- c. well-lighted
- d. system for removing shoe debris
- e. floor drain for rain and snow removal
- f. outside security telephones
- g. outside seating available
- h. double doors for heating/cooling efficiency
- i. safety glass
- j. bus stop near entrance to complement environmentally friendly design

The library staff discussed several entrance issues in depth. The first included the kinds of trash and cigarette receptacles. The staff agreed that there should be a sufficient quantity of attractive and secure trash containers outside the entrance to the library building. Some staff would like to see the library building designated as a no-smoking facility outside as well as inside and noted growing research associated with health complications due to second-hand smoke. However, if smoking is allowed outside, appropriate receptacles for cigarettes must be available. Some staff suggested that there could be a patio with tables and chairs outside of the entrance although other staff noted that these items are moved too frequently.

Another item that staff discussed was the entrance door and noted the complications with the current doors that must be pulled open. One staff member noted that current access for disabled students is substandard and that the doors for a new building must be designed for hands free opening and closing. The staff agreed that entrance doors should be automatic sliding doors equipped with sensors. For temperature control purposes, the first set of doors should lead into a lobby area with the second set leading into the library.

Restrooms should be located near the entrance and all public service areas should be easily and clearly identifiable from the library entrance. The security system located at the library entrance must be of high quality and accurate. The staff felt that security systems, including those utilizing RFID technology, should be reviewed and analyzed at time of design. It is important to note that security systems may need wood studs for attachment purposes so it is important to determine the placement of security systems before construction begins.

The staff also discussed the need for flexible display areas near the entrance and throughout the library. Display areas should be appropriate for the types of materials that may be displayed including books, journals, media, and art. The staff noted the importance of organized and tidy displays. Pamphlet racks and bulletin boards must be well managed and placed away (although

accessible) from public services desks. Some staff suggested that book stacks could also have slated areas for display.

Finally, good traffic flow from the entrance to service areas within the library is essential. As users enter the library, they should be able to easily locate the area or service they need.

B. Circulation Desk Facilities

The staff agrees that the Circulation Desk should be highly visible and easily accessible. As one staff member stated “it should be the last thing you see when you leave”. Currently the library has two circulation desks, one for periodicals, reserves and audiovisual and another for books and accompanying material. The current organizational structure that includes two circulation areas is confusing to library users, but any change in the organizational structure will impact the design of circulation facilities and services. Therefore, the organizational structure for a new facility should be determined before the facilities can be adequately designed.

The following questions are a sample of the kinds of organizational needs that must be addressed before the design phase and may warrant an internal focus group for the library staff:

- a. Should book, audio-visual and reserve circulation activities be combined?
- b. Should periodicals remain in closed stacks or be integrated into open stacks?
- c. Should circulation staff also assume responsibilities as systems staff or should the two responsibilities be separated?
- d. Should Interlibrary Loan offices and/or staff be integrated into circulation facilities?

The staff agreed that the following circulation functions should be easily identified by users:

- a. checkout
- b. self-check-out
- c. returns
- d. library cards
- e. information
- f. reserve/holds
- g. interlibrary loan

Some staff felt that self-checkout machines would be an important addition while others thought that the current circulation traffic did not warrant self-checkout. Again, this issue has staffing implications and should be addressed before design.

The staff agreed that checkout terminal screens (other than self-check) at the circulation facility should not face library users because of privacy issues. The circulation area should accommodate a cash register for payment of fines as well as a lost and found site. Staff also discussed the possibility of designing a drive up window. This concept should be further explored and could significantly impact the design of circulation services.

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A variety of sorting shelf sizes should be available in the circulation area for interlibrary loan and on hold items. Sorting shelves should be able to accommodate a variety of material formats (books, audiovisual, etc.) including oversized material.

The librarian responsible for interlibrary loan services stated that the ILL offices should be integrated into the circulation area but noted that the offices would need to be in a separate discreet closed area for workflow and security purposes.

Staff agreed that Circulation staff offices should be near the Circulation Desk area and should accommodate a work area for stacks maintenance activities such as shifting, inventory, and weeding. Currently the systems coordinator also acts as the Circulation Supervisor and there is a part-time systems technician that also works in the circulation area. Systems staff needs separate and adequate work space to accommodate computers and other technical equipment.

The Circulation Desk itself should be designed to ensure the comfort of staff as well as convenience and ease of use by library patrons. Design traits should include:

- a. adequate toe and knee space
- b. privacy panels where appropriate
- c. visible and easily accessible areas for persons in wheelchairs
- d. constructed of quality materials
- e. adequate workflow space in and around area
- f. easily accessible sorting and hold shelves

Finally, the staff noted that the flooring around the circulation area should be shock absorbing and constructed to minimize book truck noise.

C. Reference Facilities

The staff agreed that the Reference Desk should also be clearly identifiable and conveniently located. Ideally, the Reference Desk should be located on the same floor as the Circulation Desk. Like the Circulation Desk, the Reference Desk should be able to accommodate various heights of library users including disabled patrons. The Reference staff noted that they would like a better sightline from the Reference Desk to the Reference Collection in order to be able to visually observe people who are using the reference collection. Currently the Reference Collection is located in back of where the librarians are seated at the Reference Desk. This makes it difficult to be able to tell if a patron needs assistance. Staff also noted that tables are needed in the Reference Collection area so that patrons can easily use the material in the area they are browsing. Some staff stated that pull-down tables or shelves were more difficult to use than stationary built-in tables.

Staff held varying opinions about the provision of seating for customers at the Reference Desk. Some staff felt it was not necessary and took up too much room while others stated that all of the Reference stations should have customer seating. Currently the area is too small to provide customer seating for all stations and has only one customer seat for one station.

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The Reference librarians stated that the “flow” of the current reference desk impedes their ability to assist patrons. It is difficult to get out from behind the desk quickly to assist students and that any future Reference Desk design should take into account pathways around the desk area.

The staff noted that a larger “Ready Reference” area is needed next to the Reference Desk. This area currently is situated on top of filing cabinets. Instead, there should be a series of shelves placed next to the desk for Ready Reference materials such as dictionaries, statistical abstracts and telephone books. A separate storage area is also needed in the reference area so that it does not interfere with the Ready Reference area.

The Reference Desk should have adequate work space and should allow sufficient access to storage space and book return. Having the Circulation and Reference Desks in close proximity may eliminate the need for a book return in the reference area. Telephones at the Reference Desk should continue to provide multi-line access. The staff discussed the possibility of having cordless telephones or wireless headsets to better assist users who call in with questions. However, some staff felt the number of telephone inquiries did not warrant the use of cordless telephones.

Equipment such as photocopiers, printers, microform readers, as well as the Information Commons area should be grouped close to the Reference Desk. The staff agreed that space, lighting and acoustics need to be better designed in a new library building. The staff once again emphasized the need for easily accessible and well-organized spaces for pamphlets, tax forms, course schedules and other published materials that the library distributes.

The Reference staff stated that Reference offices should be located near the Reference Desk area so that staff can be readily available. Some staff noted that the current office situation where librarians and technical services staff share an office space encourages good communication between public and technical services staff. Some staff expressed concern that communication may weaken if staff members are separated in a new building design. Ideally, Technical Services offices will be located on the same level as Reference but staff is aware that this may not be possible in the design. Reference offices should allow for expansion, space for part-time librarians, privacy, and security.

D. Children’s Facilities

While the library does not support children’s programs like public libraries, the library collects children’s literature in support of the early childhood development program and could offer additional partnering with the child development center by offering meeting space for reading or story time field trips. Adequately designed, sound-proofed, and flexible meeting spaces will provide an excellent opportunity to expand library services.

E. Young Adult Facilities

The library staff felt that facilities for young adults were not within the purview of the college and did not need to be considered in a building design.

F. Multimedia Facilities

Because of increasing usage and collection of audio-visual materials in college curricula, the staff recognizes the need for a well-designed, sound proof, multi-media service area within the library. Desirable design traits of a multimedia area include:

- a. display cases for audio-visual and multi-media displays
- b. sound proof carrels for in-house audio and visual use
- c. rooms where small groups can collectively watch or listen to audio-visual material.
- d. consideration of future streaming media and new multi-media technologies

The staff agreed that computers and media equipment temperature requirements should be considered in any design but special cooling/heating systems or dehumidifying systems would not be necessary. The staff noted the need for flexible flooring so that electrical and system needs can be re-distributed or re-routed as multi-media needs change and expand.

G. Special Collections/Rare Books/Archives

The library recently assumed official responsibility for the college archives, and any new library facility design will require a well-planned archives area. The library staff agreed that the archives area should be included within the library facility and designed to archival standards.

Desired traits for the Archives area include:

- a. service desk for accommodating requests when archives open
- b. reading / research space for users
- c. good visibility and supervision of the archives material
- d. excellent security
- e. appropriate heating, cooling, humidity and lighting
- f. appropriate display cases for presenting unique collections and special exhibits

H. Literacy Center (Writing Center or Cooperative Program)

Library services currently do not include a Literacy Center. However, the Writing Center staff often works closely and cooperatively with Library staff to better serve students regarding research needs. The continuation of this partnership is highly desirable and should be explored and discussed if a new library facility is built. Other partnerships were previously discussed in Chapter 1 (D.) Joint Use Considerations.

I. Meeting and Seminar Rooms

The staff discussed the variety of meeting and seminar room types and how these meeting spaces might relate to library services. The staff agreed that there is a significant need for small study rooms that can accommodate study groups of 6-10 students. These rooms could be available for student group use on a first come, first serve basis and would not be reserved classroom space.

Additionally the staff agreed that flexible meeting space should be available that would enable staff to use one large room or break it into several smaller rooms. These rooms could be used for training sessions and/or meeting spaces and could be utilized by other departments for technical

training needs. Staff discussed pros and cons of kitchen facilities for meeting rooms. Some staff felt the college catering provisions are adequate while others felt that a sink and coffee facilities are appropriate. An information literacy classroom with dedicated computer terminals should also be designed and dedicated for library use only. Desirable features or capabilities for meeting rooms include:

- a. Sound equipment
- b. Wireless
- c. Video conferencing
- d. Folding partitions
- e. Adequate storage space.
- f. Appropriate lighting
- g. Window coverings
- h. Adequate electrical, data, and telecommunications lines and outlets
- i. Wireless microphones
- j. Appropriate multi-media equipment
- k. Built in Smart Boards
- l. Stackable chairs and folding tables
- m. Chair and table caddies

The staff discussed the possibility of having a meeting room open to the community but felt this was an administrative option. A community room would need a separate entrance from the library for availability during hours when the library was closed and would need accessible restrooms. A community room would need to be scheduled outside of the library and therefore is beyond the scope of library staff.

J. Convenience Facilities

The staff fully agreed that restrooms should be placed close to the lobby and entrance of the library and easily identifiable. Currently the restrooms are difficult to locate and inconveniently placed. Staff also indicated a need for additional women's restrooms as well as sound-proofing and ventilation in restroom design. The staff also prefers the inclusion of staff restrooms as discussed in Section P. Staff Offices.

Drinking fountains should be conveniently placed near the restrooms but the staff thought that a public telephone was unnecessary. The staff prefers to have a courtesy phone in the lobby, and some staff felt there should be a courtesy phone area on every floor.

For other conveniences such as copiers and printer, the staff agreed that these should be placed conveniently near the public service areas. The staff considered the possibility of including an outsourced student copy center that could offer a fax machine for student use. The staff agreed that coin changers are necessary, but expressed their desire for a one-card system that would enable students to use a single card for multiple purposes. The Information Commons area, printers, and other services for students, staff and faculty should be located near the Reference and Circulation areas.

Contemporary libraries often have cafes or coffee shops onsite. The staff highly desires this feature and maintains that it will help to shape the library as an essential “third place” – an informal gathering place where individuals can meet, relate, work, and relax together. This kind of facility design is consistent with the library’s environment and mission of collaboration and research.

All social areas, group work areas, and media areas should have adequate sound proofing. Vending machines should be available for the public in appropriate areas. Many staff would like to see vending machines that provide pens, pencils and other conveniences for students. The clocks in the library should be wired into a system that can be set electronically and centrally.

Staff noted the need for a separate staff elevator and recommended it be located near the loading dock/receiving area. The public elevator should be near the front of the library entrance.

K. Library Store

The staff stated that a library store is not a necessary feature of a community college library. Library stores are often run by Friends groups as a fund raising activity and currently there is not a Friends group for the library.

L. Displays

The staff concurred that the library needs far more display areas as well as a variety display styles. Most display arrangements should be geared towards 2-D materials (e.g. books). Some staff felt that the display issue necessitated a sub-committee. Some staff stated their interest in maintaining a gallery area within the library for the display of student and faculty art. A gallery area should be designed in a space where a higher noise level is allowed.

Displays and racks for flyers, handouts and tax forms need to be easily identifiable but removed from the Reference Desk area in order to avoid clutter. Slat board is preferable to tables for dispensing information and handouts. Staff also agreed that storage is needed immediately under handout and flyer displays.

M. Interior Signage

The library staff appreciates the importance that signage plays in libraries. Because libraries offer a large selection of services and materials, good signage is crucial in directing library users to appropriate areas. The library staff felt that an internal sub-committee for interior signage should be created after building design plans are formalized in order to address signage needs in a meaningful and timely manner. Some staff recommended that traditional terminology such as “Circulation” or “AV/Periodicals/Reserves” be changed to more user-friendly names such as “Check-out” or “Media”.

Signage should be user-friendly, visible and meaningful. Other desirable signage traits include:

- a. meet ADA requirements
- b. integrate sign design into building design and furniture selection process (color, etc.)

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- c. consistency throughout building (shape, size as well as terminology)
 - d. good design (typeface, size, spacing of letters, etc)
 - e. proportional to distance from users
 - f. well-lit and easy to read
 - g. clearly written text
 - h. flexible (able to be moved easily)
 - i. not redundant
 - j. vandal proof
 - k. directory in or near the entrance
 - l. placement outside offices to indicate function
 - m. easily changed out on end panels of stacks
 - n. able to provide important information about hours and procedures
- N. Workroom/Offices

The staff agreed that every staff member should be involved in decision-making when the design affects his or her individual work space and team work area. There should be individual workstations for all full and part-time staff with dedicated job functions. Those who work at public service areas for the full duration of their scheduled time may not need individual workstations but part-time staff in certain areas such as technical services will need individual workstations due to work responsibilities.

The staff agreed that non-public area workstations and offices should be free from distraction and include sound control, privacy and security. Technical Services staff noted the importance of creating a workspace that fosters communication among staff because of the many processes that intersect within Technical Services operations. Staff also discussed the need for adequate aisle width for book truck traffic as well as sufficient space to store them within work stations.

Full- and Part-time staff need spaces where coats, hats and other personal items can be stored out of public eye, as well as adequate storage at all work stations. Systems and Technical Services staff must have areas where large boxes can be stored, unpacked and sorted. Technical Services staff emphasized the need for more work counters and tables for processing incoming and outgoing materials. Adequate shelves within Circulation for sorting and inventory were discussed in Section B. Circulation Desk Facilities. Adequate printers, fax machines, as well as a typewriter should be installed in all workspace areas. At least some telephones should have conferencing capability, and office areas should allow growth space for additional staff. Workflow design should enhance productivity and communication as much as possible and needs to be an important factor in the design. Staff also discussed the importance of natural lighting in work areas and would like the design to include as much natural light as possible. Staff also prefers to have the HVAC system zoned so that different work areas can adjust temperature as needed.

Finally the staff discussed whether there should be provisions for mail and newspaper delivery to the building when the library is closed. Some staff felt this would be helpful for holidays while other staff felt that security of library material could be compromised.

O. Staff Lounge

Currently there is no area within the library other than individual offices to eat a lunch or provide rest for an ill employee. A staff lounge will provide a needed space for breaks and meals and could be a place where employees can meet and communicate. Some staff recommended a locker or coat area next to the staff lounge where these items stored. Staff also felt that having a refrigerator, microwave, dishwasher, icemaker and hot and cold faucets would help to make a staff lounge usable and desirable. Staff also agreed with the need for an exhaust fan that would allow for outside ventilation. Staff did not feel there needed to be a vending area in the staff lounge, but did agree that having folding tables would allow for flexibility of arrangement. Staff also agreed that there should be a cot or sofa that could be used in an emergency. Having a window in the staff lounge was desirable, and staff heartily agreed that there should be at least two non-public restrooms available. Staff also agreed that the area should be sound-proofed and removed from public areas.

P. Friends of the Library

The library currently does not have a Friends group. All questions associated with this section are non-applicable.

Q. Interior Storage

Staff emphasized again the need for adequate interior storage space in any new library building design. Space is needed to store additional furniture, stackable chairs, computer equipment as well as weeded library material and incoming donations. A receiving or loading dock area may help alleviate some of the storage needs for large items. Staff agreed that a library procedure to outline the use of storage space in order to avoid long-term storage or clutter would be needed. Additionally, each work area should have adequate storage for office and library supplies.

R. Remote Storage Facilities

The library currently does not have remote storage and the library staff agreed that it should not be needed if there was adequate storage and shelving space built into a new library design.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 5: Compliance with ADA Accessibility Guidelines

A. Parking, Curb Cuts, and Ramps

Parking that adheres to ADA guidelines should be available near the library building and agreed that covered parking would be very beneficial. If parking is available under the library, there should be an easily accessible ADA compliant elevator. Ramps should be available where appropriate, and outside book drops should accommodate disabled persons. The staff stated that the library should be designed to be welcoming to disabled students, faculty and staff as well as community members rather than simply meeting minimum ADA requirements.

Staff noted that disabled students choose college campuses that are designed to meet their needs. JCCC currently has a close relationship with Gallaudet University Regional Center as well as an Interpreter Training Program and a number of students with physical disabilities. The staff wants the focus of the new library to be a place where all students, faculty and staff feel welcome.

B. Entrances

Staff again emphasized the need for sliding entrance doors with sensors for hands free entering and exiting. The elevator should be placed near the entrance for easy access, and all entrances should be marked with appropriate signage. The library entrance should include ramps where appropriate.

C. Accessible Routes within the Building

Routes within the building should be free from protruding objects and should be designed according to ADA compliance requirements.

D. Interior Doors

All interior doors should also be designed according to ADA compliance requirements. Doors should be easily accessible with hands-free opening.

E. Surfaces

The staff agreed that slip-resistant surfaces should be used where appropriate, particularly at the entrance and in the lobby.

F. Lifts and Elevators

Staff agreed that both public and staff elevators need to be ADA compliant and accessible.

G. Drinking Fountains

Wheelchair accessible drinking fountains should be available and conveniently placed on all floors.

H. Rest Rooms—General

Rest room doors must be easily opened. The staff suggested that a push-button be available for opening restroom doors. The staff again noted that all restrooms should be designed according to ADA compliance requirements with appropriate mirrors, faucets, soap dispensers, waste receptacles, and other features.

I. Rest Rooms with Stalls

The staff agreed that rest room stalls should be able to accommodate wheelchairs according to ADA compliance requirements.

J. Rest Rooms—Single Rooms

If there are single restrooms (such as the staff area), these should also be designed according to ADA compliance requirements.

K. Rest Rooms—Unisex

Same as J.

L. Alarms

The staff agreed that alarms throughout the library should be both visual and audible. Additionally, visual and audible alarms should access all areas throughout the library, including staff offices.

M. Signage

All signage should be easily accessible by disabled patrons and designed in accordance with ADA requirements. Braille signage should be available throughout the library.

N. Controls and Operating Mechanisms

The staff noted that controls for doors and other operating mechanisms should be placed where they are accessible, and there should be adequate clear floor space to approach the controls.

O. Telephones

The staff noted again that pay telephones are not necessary. However, courtesy phones should be accessible for wheelchair users. TDD devices should be available where appropriate.

P. Card Catalogs and Magazine Displays

More research is needed to determine the available kinds of ADA compliant display and shelving units. The staff reaffirmed that they want a new library to be designed as a welcoming place for persons with disabilities.

Q. Book Stacks

Book stacks should be made as accessible as possible. Aisle width must be considered as well as the provision of tables for the placement of materials within the book stacks.

R. Reading, Study, Bibliographic and Service Areas

Reading and study areas should be designed to create a friendly, welcoming and usable space for disabled library patrons.

S. Meeting Rooms

The staff agreed that meeting room facilities should also be designed to accommodate disabled persons.

T. Building Facilities

Emergency routes must be clearly defined and easily located by disabled library users. Rescue assistance procedures should be designed for the new building and staff will be educated on rescue processes.

Checklist of Library Building Design Considerations by William W. Sannwald **Chapter 6: Telecommunications, Electrical, and Miscellaneous Equipment**

A. General Considerations

The staff agreed that telecommunications and electrical systems for a new library should be planned as flexible systems designed to accommodate future changes in technology. Wireless capabilities and growth should be a focus when considering electrical and telecommunications design for a new library.

Electrical and telecommunications wiring should be easily accessible, possibly using flexible flooring. The staff concurred that the college's IT and facilities staff must be included in all design plans regarding electrical and telecommunications systems. The staff also agreed that consideration should be given to minimizing equipment noise and that workstations could be staggered or arranged in order to increase privacy while reducing noise.

Conference and meeting rooms should be equipped with adequate telecommunications and electrical capabilities including videoconferencing. Wiring for the security system at the library entrance should be concealed under flooring.

B. Telecommunications Entrances and Closets

The staff agreed that library and college IT staff should determine server storage needs and space in the new library design.

C. Horizontal Pathways

The staff noted that many issues regarding telecommunications and wiring were beyond their area of expertise. They again stated that college and library IT staff should assist in determining electrical and networking needs.

D. Cabling and Outlets

The staff underscored the need for increased wireless capabilities.

E. Electrical Power

The staff emphasized the need for a significant increase in electrical power capabilities. Electrical access is needed at work tables and carrels as more students bring in their own laptop computers. Outlets should plentiful and conveniently located throughout both public and office areas. Some staff also suggested placing outlets in restrooms.

A backup power system should be considered for the new library because of the significant numbers of computers, media units and systems onsite. The staff stressed again the need for the electrical system to be flexible and designed to expand for future needs.

F. Workstation Equipment

The library has a significant number of workstations as well as media players, printers, copiers and other equipment. Staff anticipates that the number of workstations and media units will increase extensively in a new library. Having systems that can expand to meet future needs is a key factor.

G. Telephone System

The library will utilize the college's telephone system. Staff noted that library telephones should have caller ID phones. Currently very few of the telephones in the library have this capability. The telephones should also allow for voice conferencing capabilities.

H. Miscellaneous Electrical Equipment

Staff emphasized the need for videoconferencing capabilities in meeting and conference rooms. The staff also noted the need for a public address system that reaches all areas of the library including staff offices. The staff also noted the need for additional media units.

Checklist of Library Building Design Considerations by William W. Sannwald
Chapter 7: Interior Design and Finishes

A. Service Desks

Staff discussed service desks in detail in Chapter 4. The staff noted that the library's service desks mainly served adults and students. The Reference staff stated that they would like an Information Desk located at the front entrance. However, some staff questioned the need for a separate Information Desk if the Circulation/Reserves Desk was situated near the entrance. Staff

affirmed their interest in having both the Circulation Desk and Reference Desk on the same floor at the point of entrance.

The staff agreed that the design of service desks should be flexible enough to allow for future relocation and organizational, service, or staffing changes. Other desirable traits for both service desks include:

highly visibility

easy access

appropriate and clear signage

sized to accommodate staff

adequate storage space

ergonomic design for staff and library customers

self-checkout features (for Circulation Desk)

privacy features

noise reduction features

multiple outlets and access points

sufficient electrical outlets and data ports

protection from environmental conditions

durable and easily cleaned materials and finishes

B. Seating

Staff agreed that having multiple kinds of seating for library patrons is essential. Staff desire far more lounge furniture and task chairs in public areas. As one staff member stated “everyone is comfortable in their own way”. Staff acknowledged that students will move furniture in arrangements that suite their needs and noted that library furniture should be able to be easily returned to their place. Furniture should also be able to be moved or have open spaces at the bottom so that cleaning underneath can take place. Staff felt that with a variety of seating, special seating for seniors and children are not needed. Staff also indicated that they did not want footstools or ottomans because of safety concerns

Seating at workstations should be ergonomically designed and comfortable, and seating for meeting rooms should be adaptable, stackable, and sturdy. Additionally, all seating should be constructed of durable, high quality material that can be easily cleaned. Chairs with arms should also be able to fit comfortably under work surfaces.

C. Tables

Some staff noted that they would like to see furniture that was lighter in color and stated that they would like the atmosphere of the library to be a light, comfortable space while others noted their approval of the cherry wood color. The staff agreed that tables should be attractive and made of sturdy material that is easily cleaned. Some staff expressed dissatisfaction with the current marmoleum color and requested a different color scheme in the new library interior.

Tables should have task lighting where appropriate and outfitted with electrical outlets. Staff agreed that a mixture of circular and rectangular tables were a good idea and noted that table structure helps impact how people communicate and relate. Staff suggested that carrel wall height also be varied and that some carrels should be able to accommodate two people.

D. Lighting

Staff again emphasized their interest in having a maximum of natural light exposure although noted that it was important have indirect sunlight, flooring that does not reflect sunlight, or photosensitive window panels in order to minimize discomfort for library users as well as protect library materials. The staff agreed that there should be additional analysis of lighting options. Some staff suggested having motion sensitive lighting in stack areas. These stack areas would be generally lit but would become brighter when occupied.

The staff again stated that there should be adequate task lighting for tables and carrels. Art Gallery and other special display areas should maintain special or track lighting where appropriate. On/off switches for special lighting should be easily accessible by staff. Additionally, general lighting switches for library zones should be operated from a central control point and accessible to authorized staff.

E. Windows

Staff agreed that abundant windows and natural lighting are highly desirable. Some staff suggested the possibility of skylights or sun tunnels. Other staff suggested that some study carrels and tables should also be placed near windows for natural light affects.

Windows should be as energy efficient as possible in keeping with a green design, but staff agreed that windows should not open due to security needs.

F. Flooring

Staff supports using high-quality carpet tiles that can be easily maintained. Flooring in certain areas such as the lobby should be slip-resistant and made of material that prevents mud and slush from being tracked into the library service areas.

Noise reduction should be considered for flooring around office or public service areas where book truck traffic is heavy.

G. Walls

Some staff suggested that walls should be pleasant, soothing colors. Others simply stated “no beige, please!” The staff agreed that it would be interesting to explore having different colors in different areas. Walls should be washable and require minimum upkeep. Consideration should be given to library space flexibility during wall construction. Finally, the staff thought that having some walls with built in tackboard surfaces may be desirable.

H. Color

Some of the staff again emphasized the desire for lighter colors and a fresh feel. Other staff stated that they did not like brown or dark colors. One staff member summed it up by stating “wouldn’t it be nice if the new library was different – significantly different”. Another staff member added that the new library should have a style, a statement, an identity. The staff agreed that the goal is to make the library a true destination for students, faculty and staff.

I. Equipment List

The staff discussed the list of equipment noted in this section and agreed that equipment such as recycling containers, wastebaskets, cleaning supplies as well as all computer and media equipment would be adequately supplied in a new facility. The staff concurred that the large maps currently posted in reference should be included in miscellaneous equipment needs.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 8: Book Stacks and Shelving

A. Conventional Stationary Stacks and Shelving

The staff agreed that current shelving is inadequate and unsafe. New shelving should be braced appropriately and have a sufficient number of shelves so that material does not have to be placed on the top or bottom shelves except as temporary overflow. Staff acknowledged that there are differences among staff regarding the extent of growth space needed for shelving, but some growth space must be planned in a new library facility since certain collections (such as art books) are seldom weeded and thus, consistently increase. Also, new fields of study are continuously introduced and new collections created.

Shelving should also have the following traits:

- a. design based on current ANSI standard for library shelving
- b. arranged so that users can easily locate materials
- c. labels affixed to both ends of ranges and able to be easily changed as needed
- d. well-built and easily adjustable shelves
- e. able to bear prescribed loads without bending, swaying, or collapsing
- f. equipped with sturdy and attractive finish (30 year life span)
- g. smoothly finished
- h. braced or anchored per local regulations
- i. attractive end panels that coordinate with library décor

Some staff liked the idea of having display areas at the end of ranges for new books rather than one new book area. Other staff suggested having pull-down tables within the shelving units, and some staff suggested having multiple over-sized book areas. Additionally, the staff liked the idea of breaking up long shelving units with various seating arrangements. Some staff also suggested sensor lighting so that generally well-lit stacks would have increased lighting when a

library user walks down a shelving row. Aisles for shelving should comfortably accommodate persons in wheelchairs.

The staff also discussed periodical shelving. If the periodical collection is opened to public browsing, different shelving needs should be considered for current and non current periodical issues. Other special shelving needs include AV material, McNaughton books, newspapers, over-sized material, and shelving needs for staff and offices.

The staff concluded that because there are a number of shelving-related issues, a special library workgroup on shelving should be formed during planning. This workgroup should be responsible research all library shelving needs and make recommendations to the library design team.

B. Movable-Aisle Compact Shelving

Some staff felt that compact shelving should be explored as a storage possibility for infrequently used material, while other staff stated that unused materials should not be maintained. This concept must be analyzed before building plans are made due to weight load requirements of compact shelving. Compact shelving should also be considered for Archive materials.

C. Automatic Retrieval Systems

The staff agreed that an automatic retrieval system is unnecessary.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 9: Building Systems

A. HVAC (Heating, Ventilation, and Air Conditioning) System

The staff agreed that desirable HVAC system traits include:

- a. efficient use of space (including ductwork)
- b. zone-controlled temperature and humidity
- c. properly insulated building
- d. energy efficient
- e. adequate ventilation using both natural and mechanical systems
- f. appropriate controls for archives and other special areas
- g. separate staff area controls
- h. back-up generator for power outages

B. Lighting

The staff recognizes that appropriate and attractive lighting is essential. As one staff member stated “You can make a space by how you design lighting. We want it ‘wow’”. Lighting traits should also include:

- a. energy- and cost-efficient design

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- b. ability to turn on/off public area lights from one easily accessible location
- c. glare free
- d. adequate staff lighting controllable from office areas
- e. maximum use of natural light with non-glare, tinted, or specially glazed windows
- f. seasonal light changes accounted for
- g. ability to easily relocate (if furniture, shelving or equipment is moved)
- h. easily replaced and maintained
- i. appropriate external and security lighting

C. Noise

The staff acknowledged that noise is an important issue, and a new library building should be designed so that noise at public service areas will not disrupt study or reading areas. Traffic patterns should be designed to keep noise away from quiet areas and computer and media areas should have noise controls as well. Soundproof study and media rooms are desirable and there should be acoustical separation between staff and public areas for noise control. Equipment rooms, HVAC systems and other mechanical equipment areas should also have acoustic shielding.

Public areas should be arranged to either encourage conversations and group study or to promote quiet contemplation and study. Some staff suggested placing tables between seats can help to create a sense of privacy and all staff agreed that there should be designated quiet areas.

Other desirable elements that contribute to noise reduction include:

- a. carpeting
- b. floor surfaces that minimize book truck noise
- c. wall coverings
- d. ceiling surfaces
- e. furniture
- f. equipment
- g. shelving

D. Plumbing and Rest Rooms

The staff agreed that the following traits were desirable for rest rooms and plumbing needs:

- a. meet ADA guidelines
- b. constructed according to local and state building codes
- c. near to elevators, stairs, drinking fountains
- d. adequate number of women's rest rooms (one-third more women's than men's)
- e. designed to conserve energy and water
- f. floor drains.
- g. well-ventilated (to outside)
- h. appropriate lighting
- i. sound proof
- j. vandal proof
- k. shelves for holding books and papers

- l. adequate storage for supplies
- m. outlets

E. Elevators and Escalators

The staff emphasized the need for public elevators to be located near the entrance of the library. Staff also agreed that there needs to be a staff/freight elevator near a loading dock area. The staff agreed that escalators are not needed. All elevators (both staff and public) must meet ADA requirements and should be designed so that maintenance will have minimal impact on library services.

Checklist of Library Building Design Considerations by William W. Sannwald **Chapter 10: Safety and Security**

A. General

The staff recognizes that security and safety are important issues for public building design in today's society. Some staff felt there should be security alarms at the public service desks in the event of a security threat. Other staff suggested that having campus security walk or patrol inside the building several times during operating hours would provide library users with a feeling of safety. Staff agreed that there should be a good line of sight between the circulation and reference desks for security purposes.

B. External Security

The staff agreed that Campus Security will provide appropriate safe-guards for the library building. The building design should not allow climbing access to windows, ledges or the roof, and external lighting should be appropriate. The staff agrees that a blue security phone should be located near the library entrance. Exterior book drops should be theft and tamper proof.

C. Internal Security

Some staff noted that the library needs clearly defined procedures for opening and closing. These procedures should be coordinated with Campus Security. Staff would also like to see lockable cash registers where appropriate instead of the frequent delivering and picking up of money bags. Staff work areas should not be publicly accessible.

The library theft-detection system should be state of the art according to many of the staff. Some of the staff noted that the large checkpoint tags are too obvious to library users and that using a tattle tape system will provide more security for library materials.

Finally, exhibits and archives areas should have security hardware where appropriate, and some staff thought that an after-hours motion detection system could be put in place to detect unauthorized access.

D. Fire Safety

Fire is a major concern for libraries. The staff agreed that a new library building should be provided with a fire detection system as well as a sprinkler or fire retardant system. Chemical systems vs. water sprinkler systems should be researched and analyzed for appropriate use. Having shelving equipped with top panels will help to minimize water or chemical damage in the event the sprinkler system is activated. A special fire suppression system or fire proof room should be considered for the Archives area and server rooms.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 11: Maintenance of Library Building and Property

A. Graffiti

The staff felt that graffiti was not a significant problem on campus and is a security rather than library issue.

B. Building Materials

Staff again noted their interest in having a building that was uniquely designed and energy efficient. Exterior building materials would be determined by the architect and contractor chosen.

C. Custodial Facilities

The staff agreed that there should be sufficient storage space allocated to keep janitorial supplies and maintenance equipment for the library. Staff would also like access to this storage space citing the need to occasionally clean spills or vacuum offices. The custodial area should have a sink as well as a floor drain.

D. Groundskeeper Facilities

The staff noted that maintaining the grounds would be managed campus grounds keeping.

E. Trash Enclosures

The staff thought that the library should have a dumpster located outside of the library loading dock area. The staff also agreed that more waste receptacles were needed in public areas. All trash receptacles and recycling bins should be emptied frequently.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 12: Building Occupancy and Post-Occupancy Evaluation

A. Moving

The library staff strongly recommends employing a moving specialist to clean and move the library materials, equipment and furniture to the new library location. The staff agreed that a well-equipped room or lab should be available during the move even though the library building would most likely be closed. The staff agreed that the move should take place during non-peak service times. The staff suggested forming an internal task force for moving to work out details.

B. Getting Ready for Occupancy

Some staff emphasized the need for organizational structure analysis before the planning phase for a new library building begins. Organizational structure will directly impact building design and needs to be implemented before planning takes place. Additionally, the library's budget should be reviewed and altered to account for new personnel or staffing changes as well as additional equipment, furniture, and material needs.

The staff acknowledged that rules and procedures for library services will need to be reviewed and modified for the new building. The staff also agreed that arranging VIP and staff tours throughout the building process would help maintain involvement and enthusiasm.

The staff noted that keying and access would be completed in coordination with campus security and facilities. Some staff expressed the importance of determining the levels of access before opening. The staff recommended having re-configured campus maps available immediately when the new building opens in order to minimize confusion.

C. Post-Occupancy Evaluation

The staff agreed that post-occupancy evaluation was not applicable at this time.

Checklist of Library Building Design Considerations by William W. Sannwald

Chapter 13: Groundbreaking and Dedication Ceremonies

A. Planning

The staff emphasized the need to hold the official opening or dedication during a time when students would be on campus and able to participate. Some staff also noted the need to market the new library to the community. The staff agreed that while groundbreaking could occur at any point, the official opening should begin to be planned at least three months prior to the event. The staff recommended creating a task force to assist in planning for the dedication.

B. Event Checklist

The staff agreed that an event checklist was not applicable at this time.

Bibliography

Sannwald, William W. Checklist of Library Building Design Considerations. 4th ed. Chicago: American Library Association, 2001.